

Unemployment Insurance

Objective:	To establish county procedures regarding unemployment insurance.	Policy/Procedure Number:	03-18
Reference: (All applicable federal, state, and local laws)	Memo dated January 16, 1978 from Personnel Department, NYS Unemployment Insurance Law	Effective Date:	
Legislative Policy Statement:		Responsible Department:	Personnel
General Information:		Modified Date (s):	October 7, 2003
		Resolution No.:	207
		Next Scheduled Review:	

I. Definitions:

II. Policy: The County shall comply with the New York State Unemployment Insurance Law

III. Procedure:

A. Department heads ensure that the Unemployment Insurance Notice to Employees is posted in a conspicuous place.

B. All unemployment insurance claim forms dealing with county employees must be processed by the County Personnel Department. If the New York State Unemployment Office sends claim forms or any other information to individual departments, they must be forwarded immediately to the Personnel Department.